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**To:** Personnel – Mayor Nielsen  
**From:** Daron J Haugh – City Administrator  
**Subject:** Administrative Assistant Position  
**Date:** 2024-01-23

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I'm proposing to fill the Administrative Assistant position here at the City of Mauston. The purpose of this role would be to forgo the Deputy Treasurer role if not filled, then include a more robust role for the Admin Assistant position. (I would only fill one of the two positions.) Examples of responsibilities would include accounts payable, payroll, invoicing, and open enrollment annually. I feel this would give me more of a chance to bring someone in here with a clerical and data entry background, then train them for what is needed. If this works, this would then allow for an individual to grow within an organization with the potential for promotion.